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Civil Engineering

UNACCOMPANIED HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-60, *Unaccompanied Housing*, and applies to all unaccompanied housing residents, commanders, first sergeants, Housing Flight, and dormitory managers. This publication does not apply to US Air Force Reserve or Air National Guard units and members. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. General:

- 1.1. Dormitories are the homes of unaccompanied members. Residents are responsible for ensuring assigned living quarters are kept neat, clean, and in safe condition. Dormitories will be monitored by the 3rd Support Group Commander (3 SPTG/CC), unit/group commanders, squadron section commanders, first sergeants, and dormitory managers to ensure minimum standards are met.
- 1.2. Recreational equipment in common-use areas is to be used only by assigned residents and their guests, who will keep the common areas clean. Only bona fide dormitory residents will use laundry facilities.

2. Responsibilities:

- 2.1. The Housing Flight provides the oversight for unaccompanied housing to include: projects, construction, budget, purchasing of furniture, appliances, and supplies for the dormitories, occupancy, reports, reallocations, 5-Year Plan, and is an attendee of the quality of life improvement council (QLIC). The Housing Flight also:
 - 2.1.1. Provides oversight of dormitory management and facilities maintenance.
 - 2.1.2. Manages the waiting list for basic allowance for housing (BAH), processes hardship requests, and authorizes drayage/storage.
 - 2.1.3. Provides training to dormitory managers.

2.2. Under the group-managed dormitory concept, each group commander (3 SPTG, 3 LG, 3 OG, 3 MDG), and tenant commander serves as the office of primary responsibility and implements local operating rules for unaccompanied housing.

2.3. Unit commanders will review hardship requests to move off base, receive monetary allowances, and make recommendations to the Housing Flight for approval/disapproval. Disapproval rests solely with 3 CES/CC. Unit commanders are responsible for ensuring dormitory inspections are completed on a recurring basis in their affected dormitories. The frequency and procedures for dormitory inspections will be determined by each group commander.

2.4. The 3 WG/CCC is the overall functional manager and provides available base operations and maintenance (O&M) funds for dormitory projects, when available. Provides input for dormitory recognition programs.

2.5. The Base Superintendent (3 SPTG/CCM) forms required boards for hiring dormitory managers when vacancies occur. Provides funding for dormitory projects, when funding is available. Assists in recognition programs.

2.6. First sergeants conduct inspections on a periodic basis, screen BAH requests, and work closely with the dormitory manager to maintain good order and discipline. The 3 LSS, 3 MSS, 3 OSS, 3 CES, 3MDG, and 381 IS first sergeants have direct supervision over their group's assigned dormitory manager.

2.7. The noncommissioned officer in charge (NCOIC) of the dormitory managers will be the central point of contact to communicate dormitory matters to the Housing Flight and group commanders. The NCOIC provides monthly occupancy reports to the Housing Flight for the AF Form 2085, Unaccompanied Personnel Housing Inventory and Utilization Data, report to PACAF. The NCOIC provides an inventory of dormitory furnishings, appliances, and equipment to the Housing Flight Manager as of 30 September annually. The NCOIC also provides agenda items to the Housing Flight Manager for the QLIC. The rater of the NCOIC is the 3 CES First Sergeant.

2.8. Dormitory managers will supervise members detailed to bay orderly duties; serve as focal point for maintenance requirements with the 3 CES; report occupancy data to the NCOIC on a monthly basis for the AF Form 2085 report; attend QLIC meetings; and enforce dormitory directives and policies. Dormitory managers will also provide a dormitory inventory to the NCOIC as of 30 September annually and when new a new dormitory manager is appointed.

2.9. Bay chiefs will be responsible for: lock-outs and maintenance-related matters after 1630 and identifying maintenance requirements to the dormitory manager; general cleanliness and maintaining good order and discipline; maintaining the bay chief log, lock-out tracking, maintenance, etc.; assisting dormitory manager in accomplishing quality of life improvements; and participating in the Dormitory Improvement Council.

2.10. Dormitory residents will certify, in writing, that they have read and understand this instruction and the unaccompanied housing brochure, which specify resident and management responsibilities.

2.10.1. Only fish and small, caged birds are authorized. Exotic pets are prohibited.

2.10.2. Possession, storage, or bringing weapons, firearms, ammunition, or explosives into the dormitory is prohibited. See the unaccompanied housing brochure for further information.

2.10.3. Residents will not tamper with, obscure, or use fire extinguishers or fire detection or alarm equipment except for their intended purpose.

2.10.4. Quiet hours will be 24 hours a day, 7 days a week.

2.10.5. Residents are required to provide a 30-day notice to the dormitory manager prior to moving out of their dormitories for permanent change of station (PCS), separation, or moving off base. The dormitory manager will set up a final inspection date with the resident and explain the requirements for termination of quarters.

3. Dormitory Visitation Policy. Residents are permitted to have sponsored guests visit them in day rooms, lounges, or their room as long as they comply with the established rules.

3.1. Sponsors are responsible for the conduct of their guest.

3.1.1. Sponsors will remain with their guest during the entire visit. Under no circumstances will the sponsors allow guests to remain unescorted.

3.1.2. Individuals under the age of 18 are not permitted in the dormitory unless accompanied by a parent or legal guardian.

3.1.3. Guests will not be allowed in a shared room without the concurrence of both residents. Whenever another resident of the room desires a guest to leave the room, the guest must depart immediately.

3.1.4. No guest will establish permanent or transitory presence within a dormitory by storing personal property.

4. Security of Personal Property and Furnishings:

4.1. Residents are responsible for the proper security and safeguarding of their personal and assigned property. Loss or theft of property will be reported to the dormitory manager or security forces immediately by calling 552-3421. To report a crime in progress, call **CRIME STOP** at 552-4444.

4.2. A locked building, dormitory room doors, and individual wall locker are considered adequate security for prevention of loss due to theft or forced entry.

5. Parking:

5.1. Privately owned vehicles will be parked in authorized residential parking areas only.

5.2. Recreational vehicles (RV), camper shells, four-wheelers, snowmobiles, and so forth, are to be parked in the secured RV lot behind Glacier Hall, 7079 Fighter Drive.

5.3. There is no overnight parking allowed in commercial parking lots, that is, theater, chapel, and bowling alley, except in the specifically designated area by the theater across from 7111 Craw Avenue.

6. Linen Exchange. Linen exchange (8111 Craw Avenue) operating hours are 0730-1630, Monday through Friday.

7. Waterbeds. An AF Form 332, *Base Civil Engineer Work Request*, needs to be submitted to request permission to install a waterbed in the dormitories. The dormitory manager can approve the AF Form 332

and annotate the resident's AF Form 228, *Furnishings Custody Receipt and Condition Report*. The resident is responsible for damage caused by his/her waterbed.

8. Telephone and Cable Installation:

8.1. Residents may call **Alaska Communications Systems (ACS)** (a trademark of the ACS Corporation), 561-1221 or **General Communications, Inc (GCI)** (a trademark of the GCI Corporation), 265-5400 to request or terminate telephone service.

8.2. Residents requesting cable television service may call GCI Cable, 786-9200.

9. Vehicle Repairs:

9.1. Major vehicle repair work, which renders a vehicle inoperable for 24 hours or longer, is not authorized in the dormitory area. The Auto Hobby Shop is the only location available on base for do-it-yourself repairs.

9.2. The vehicle washing area for the dormitories is located by the long-term parking lot across from 8132 Doolittle Avenue. This is the only authorized area.

10. After-Hours Keys. All dormitories have bay chiefs, on each floor, to help the residents when they are locked out of their rooms. For after-hours emergencies (electrical, plumbing, heating, ventilation, air conditioning (HVAC), structural or alarms), call 3 CES/CEOF after-hours emergency desk at 552-3726/3727. Bay chiefs will notify their dormitory manager of after-hours emergencies.

11. Dormitory Enterprises. Dormitory residents interested or involved in a commercial enterprise should identify their enterprise, in writing, to their first sergeant or dormitory manager. An endorsement will be sent to the 3 CES/CEH for approval/disapproval. The 3 CES/CEH has approval authority; 3 CES/CC has disapproval authority.

12. Temporary Duty (TDY) and Leave. Residents scheduled for TDY and leave absences, especially during the winter months, October-April, must notify their dormitory manager. Residents must receive written permission from their dormitory manager to use long-term parking. This notification will facilitate parking lot snow removal if the resident has a personal vehicle. Unidentified vehicles left in a parking lot will be towed at the owner's expense. Long-term parking is located adjacent to 8132 Doolittle Avenue (Chugach Hall).

13. Common-Use and Smoking Areas:

13.1. All interior common-use areas are no-smoking areas. Outdoor grounds and parking lots are smoking areas.

13.2. Individual rooms are designated as either smoking or nonsmoking. Nonsmoking residents have preference.

13.3. Computer rooms are located in each dormitory and provide access to the internet and e-mail. The computers are for your benefit and will not be used for storing, processing, displaying, sending, or otherwise transmitting offensive or obscene language or material. Offensive material includes, but is not limited to, "hate literature," such as racist literature, materials or symbols (for example, swasti-

kas, neo-Nazi materials, and so forth), and sexually harassing materials. Obscene material includes, but is not limited to, pornography and other sexually explicit materials.

14. Hospitality Rooms. Hospitality rooms have been established for use by PCS and permanent party personnel. Arriving personnel may be housed in the hospitality room when no other room is available. Departing personnel will be given a hospitality room when available, or they may remain in their assigned rooms until the day prior to PCS. Upon checkout, the room will be cleaned according to standards. Linen will be exchanged and the bed made. A final room inspection will be accomplished prior to checkout.

15. Maintenance and Repair:

15.1. The 3 CES has primary responsibility for dormitory maintenance. The service call desk is manned 24 hours; telephone number is 552-3726/3727.

15.2. Emergency service calls are work requirements, which constitute an immediate danger or health hazard to residents or a threat of damage to property.

15.3. Routine service calls are work requirements that will be handled within 45 days.

16. Fire Prevention:

16.1. Residents will be thoroughly briefed on fire prevention within 30 days after arriving at Elmendorf AFB. This briefing will be provided by the 3 CES/CEFT (Technical Services Section), 552-2620.

16.2. If a fire occurs in the dormitory, activate the fire alarms located in the hallways, evacuate residents, and call 911 immediately. Give name, address, and the nature of the emergency. Do not hang up until told to do so by the operator, unless in immediate danger. Report all fires regardless of size, even if they have been extinguished. The Anchorage operator answers emergency calls made with a cell phone. When using a cell phone, identify that the call is from Elmendorf AFB.

17. Self-Help Work:

17.1. Self-help work requires an AF Form 332 through the dormitory manager and coordinated by the 3 CES/CEFT, 3 WG/SEG, and 3 CES/CEVP. Once approval is received, give the dormitory manager a copy for the file.

17.2. Additional information is available from the CE Self-Help Store at 552-5474.

18. Environment:

18.1. Hazardous materials will not be placed in dumpsters.

18.2. Hazardous waste from vehicles may be taken to the Auto Hobby Shop, 6136 Doolittle Avenue.

18.3. The household hazardous waste drop-off station (54th and Juneau Streets in Anchorage) accepts up to five gallons. The Hazardous Waste Collection Center at the Anchorage Regional Land-fill (Glenn Highway and Hiland Road) also accepts hazardous waste from households.

19. Recycling. Large plastic containers provided by the base recycling center are located throughout the dormitories for plastic, paper, and aluminum. Call 552-3304 for recycling questions.

20. Assignment and Termination of Room Occupancy:

- 20.1. Assignment of dormitory rooms is accomplished through the dormitory manager of each group.
- 20.2. Termination of a room will be accomplished by notifying the dormitory manager 30 days prior to leaving. A final inspection can be set up at the member's convenience.

21. Temporary Lodging Allowance (TLA):

- 21.1. Except as noted below, TLA is not authorized for service members who arrive on unaccompanied orders. The member's sponsor will arrange for a dormitory room ahead of time, or the member will be placed in a hospitality room until a permanent room is available.
- 21.2. If a service member arrives on a weekend or holiday and the sponsor is unaware of the member's arrival, billeting may be authorized on a case-by-case basis. The member should check into his/her group dormitory on the first duty day. The member should bring the billeting receipt and three copies of orders to the Housing Flight, 6346 Arctic Warrior Drive, Monday through Friday, 0900 to 1500, for TLA reimbursement.

22. BAH Entitlements:

- 22.1. The Housing Flight is the only base activity that processes AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH)*. AF Form 594 will be used when a member is moving out of the dormitory for marriage, pregnancy, and terminal leave or granted permission to move off base.
- 22.2. 3 CPTS/FMFP will start BAH once the AF Form 594 has been submitted and approved.

23. Administrative Changes. Documentation accumulated as a result of this instruction will be disposed of according to AFI 37-139, Table 32-21, Rule 1, *Records Disposition Schedule*.

DOUGLAS M. FRASER, Colonel, USAF
Commander